



## NATIONAL ACTIVITIES REPORT October 2009

This document summarizes the activities of the National Officers and Staff on behalf of the Society since the August 2009 Board of Directors Meeting in Duluth, Minnesota

### Financial

- 9/15-17 Working session at Fernley & Fernley to design changes to financial systems, review financial information and develop 2010 budget proposal (G. Molloy, B. Smith, R. Heavenrich, participation from J. Smith)

### National Office

#### **Submitted by Kristen Olszewski**

- Continue to prepare New Member packet materials and send to volunteer
- Lapsed member letter sent October 15<sup>th</sup> to all non-renewing members since 2007 asking them to return to the NRHS. There are 2061 non-renewed members.
- 2010 Dues Process: Chapter Update and Member Status spreadsheets were sent out to all Electronic Billing Contact's on August 28, 2009 for verification and processed at the National Office
  - 63 member status sheets and 52 Chapter update sheets were returned and processed
- 2010 Dues Processing Manual updated and sent to all Electronic Billing Contact's 9/29/09.
- 2010 Dues data sent to printer to begin processing dues renewal invoices 10/1/09.
- Dues printing began 10/15/09 and they are set to be mailed out on 10/21/09.
- Monthly donation letters are mailed out the first of every month
- 2009 Grant recipients were sent the Terms & Conditions paperwork to sign and return to the National Office in order for the funds to be released. A reminder will be sent to those that have not submitted the paperwork on November 2<sup>nd</sup>
- 2010 Grant Application updated and posted to the website in October in PDF and Word formats
- Sent out the following notices by email:
  - 9/3/09: Notice sent out that latest edition of the Telegraph is posted to the website
  - 9/22/09: Reminder notice to submit items for the December News
  - 10/5/09: Duluth, MN Board Meeting Minutes posted to website announcement
  - 10/5/09: Travel arrangements for St. Peters announcement
  - 10/6/09: Updated Reimbursement Policy Announcement, posted document to website
  - 10/7/09: National Activities Report request to forward to National Office
  - 10/12/09: Duluth, MN Annual Meeting Minutes posted to website announcement
  - 10/16/09: St. Peter's Board Meeting materials posted to the website announcement
- All outstanding bills, invoices and reimbursements are paid as the 15<sup>th</sup> and 30<sup>th</sup> of every month
- Greg Molloy, Joe Maloney and Barry Smith attended two day meeting in August at the National Office with Kate Marlys and Kristen Olszewski to review operating procedures and review work that is to be done
- Greg Molloy, Barry Smith and Bob Heavenrich were at the national office September 15-17<sup>th</sup> for the 2010 budget preparation work
- Continue to answer the 215-557-6606 line/respond to voicemails.- approximately 54 phone calls since August 15<sup>th</sup>
- Continue to answer general and web related email addresses. Responded to approximately 169 requests since August 15<sup>th</sup>
- Continue to respond to administrative requests per National Officers
- Work with research volunteers to assign projects and provide assistance they may need on a weekly basis
- Emblem sales reports are sent to Dave Baniewicz the first of every month

### Secretary

#### **Submitted by Joe Maloney**

- Prepared draft minutes for the August 2009 BOD meeting in Duluth, MN.
- Represented NRHS at Seashore Trolley Museum dedication ceremony for the ASL #100 Locomotive.
- Wrote article on ASL #100 dedication for the *NRHS News*

## Conventions

### **Submitted by Carl Jensen**

- Assisted in conducting annual convention in Duluth, MN. August 10-16. Also, during the convention:
- With other NCC members, reviewed and accepted bid of Tacoma Chapter, NRHS to host 2011 annual convention.
- Met with NCC members and representatives of Lackawanna & Wyoming Valley Chapter, 2010 convention hosts to review their
- Participated in numerous email and telephone communications with various NCC members to settle problems related to finalizing details of SOTR 2009 financial and other matters.
- Met, along with 3 other NCC members, with L&WV Chapter convention committee at Scranton to do full review of planning status and preparations for publication of convention ticket order booklet. Reviewed proposed convention plan and answered questions, provided suggestions and guidance. Furnished them various policies, accounting formats/procedures, and convention Registration and Ticketing computer based procedures used for past two conventions.
- Arranged meeting with Tacoma Chapter for November to assist in 2011 convention headquarters hotel, and for initial meeting of NCC representatives and local convention committee personnel.
- Arranged with John Goodman for joint call to be made in late October on prospective 2012 convention site proponents.
- Reviewed updated draft of BOD meeting procedures written by Bob Bitzer.
- Mr. Bitzer completed arrangements to hold winter BOD meeting at Charleston, SC, in January, 2010.

## Chapter Visits

- Attended Collis P. Huntington Chapter 50th Anniversary Celebration in Huntington, WV (G. Molloy, B. Smith)
- Attended the 70th Anniversary of the Connecticut Valley Chapter on October 14. (B. Smith)

## NRHS Publications

### **Submitted by Jeff Smith**

- As of October 20, the Fall 2009 issue of the *Bulletin* is out to the printer for proofs. We expect this issue to be in the mail in late November and should be received by all members by the holiday season. The *Yearbook*, after several contractor delays is also in the final stage of proofing. We expect it to be in the mail in mid-December.
- Content has been selected and edited for the Winter 2010 *Bulletin* and layout work will begin on that issue in November. We expect that the Winter 2010 issue will be in the mail during the month of February 2010. The remaining issues are in the planning stages and on time delivery is expected.
- The 2009 *Yearbook* Chapter submission instructions will be published in the next issue of the *NRHS Telegraph*. Please make sure that the appropriate person in your Chapter receives those instructions. The deadline for report and photograph submissions is February 1.

## Heritage Grants

### **Submitted by Stephen Wasby**

- The Heritage Grants Review Board met by telephone on July 27, 2009, to consider the 28 applications that had been submitted for 2009 awards. The committee had \$40,000 to award, a higher figure than in past years thanks to the generosity of Mia Mather, who provided a challenge grant. The committee benefitted from the evaluations of proposals provided by the Regional Vice Presidents for applications from within their respective regions. The committee recommended ten grants to President Molloy, who accepted the Committee's recommendations. The grants (and the amount granted) were:
  - Alexander Chapter NRHS - \$4,500
  - Colfax Railroad Museum, Inc. - \$2,900
  - Friends of the Valley Railroad - \$3,850
  - Lackawanna & Wyoming Valley Chapter of NRHS - \$4,500
  - New England Electric Railway Historical Society - \$4,500
  - Northwestern Pacific Railroad Historical Society - \$4,500
  - The Northwest Railway Museum - \$4,500
  - Friends of the Tehachapi Depot - \$4,500
  - Truckee Donner Railroad Society - \$4,250
  - Watauga Valley Chapter of NRHS - \$2,000
- Those awards bring the total number of grants over the eighteen-year period of the program to 176, in the amount of \$429,880, with all funds coming from donations. Of the 176 grants, 79 have been received by NRHS chapters.

### Heritage Grants continued

- Applications for the competition for 2010 awards must be received by April 29, 2010. The Review Board will hold its conference call in early June; and the awards will be announced at the 2010 convention in Scranton.
- Because Jack Salt was sidelined by surgery, in September, Stephen Wasby was named Acting Director of the Heritage Grants Program.

### Libraries

- Gathered the items from the John Marshall estate, cataloger the items, and shipped the books to the library at Three Rivers and videos tapes to Greenville Chapter. (B. Smith)

### Media Services

#### **Submitted by Mitchell Dakelman**

- Film programs at Duluth convention were well liked and attended.
- Still working on slide and film collection.--labeling, filing, etc.
- No new acquisitions

### Membership Awards

#### **Submitted by Joe Maloney**

- Sent last 50-year anniversary certificate for 2009 to Pittsburgh Chapter.
- Wrote article on National Director roles and responsibilities for the *NRHS Telegraph*.

### Membership Records

- Revised the manual for the membership renewal process. (B. Smith)

### RailCamp

#### **Submitted by Barry Smith**

- Administrative details to set up RailCamps for 2010.

### Website Project Update

#### **Submitted by Jeff Smith**

- The visual design work for the new nrhs.com marketing site is underway. A contractor has been hired and began working the week of October 12, 2009. We hope to have a new visual design treatment for nrhs.com to show at the Winter 2010 BOD meeting. A preliminary site map has been developed (this is a document that outlines what pages will be part of the web site). Over the course of the next few months content for the new web site will be written with significant input from the officers. Once the new visual design is accepted in January, programming will commence to implement the new design in the content management software (either DotNetNuke or Drupal).
- While the design contractor is working on the visual design elements, Jeff will be finalizing the iMIS web site integration RFP and begin the vendor selection process. A more detailed timeline on this portion of the project will be provided at the winter meeting.

### Other Administrative Activities

- 8/24-25 Working session at Fernley & Fernley to update NRHS administrative procedures (G. Molloy, B. Smith, J. Maloney)
- 9/18-19 Participated in Governance Study Committee working session in Mt. Laurel, NJ to provide resources to committee. (G. Molloy, B. Smith)
- Multiple conference calls in September and October with various legal staff and officers to work multiple issues, primarily NRHS finances and potential legal claim from 2009 convention.

#### Officers and Staff Reporting on Activities:

Gregory P. Molloy: President  
Barry O. Smith: Senior Vice President & Director-RailCamp Programs  
Jeffrey S. Smith: Vice President & Editor, National Railway Bulletin  
Joseph C. Maloney, Jr. Secretary  
Robert M. Heavenrich Jr.: Comptroller  
Robert J. Ernst: Director-Membership Records & Editor, NRHS Telegraph  
Jerry Hardwich: Director-Membership Development  
Carl S. Jensen: Chairman, National Convention Committee  
Douglas R. White: Director-Membership Awards & Project Manager  
Don Maxwell, Director of Chapter Development  
Mitchell E. Dakelman: Director-Media Services  
Dr. Wesley F. Ross: Director-Operation Lifesaver